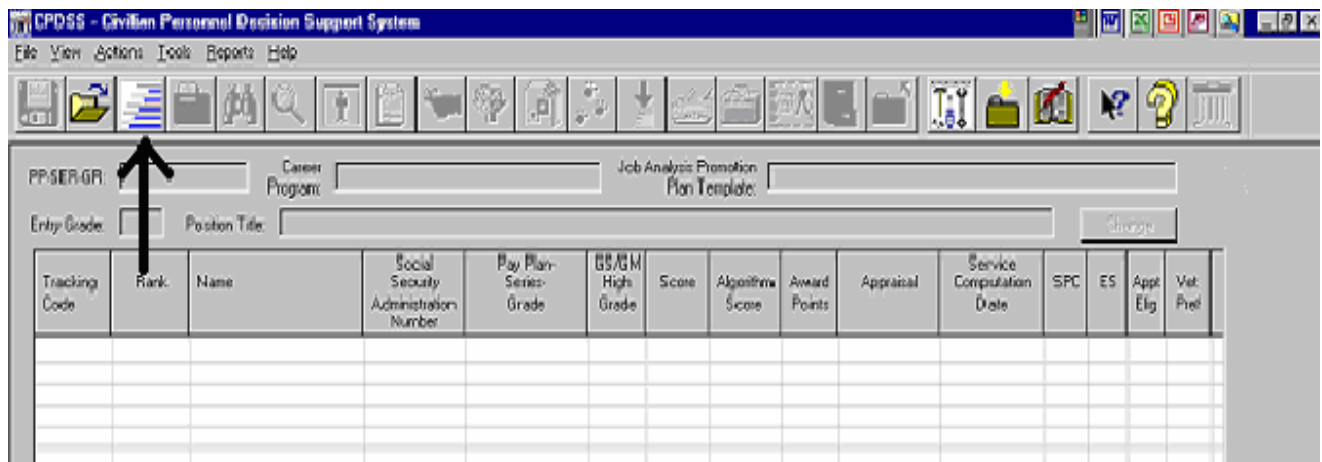# BATCH PROCESSING

This Appendix covers how the Batch processing function works in CPDSS. Refer to Chap 6 of this guide for specific instructions on Capturing and Importing Resume Match Lists.

What is Batch Processing? Batch Processing is a function in CPDSS that allows multiple Candidate Referral Roster (CRR) import requests to process automatically on the Batch Processing server component instead of processing individually on your desktop. When the CRR import requests are sent to the batch processing server the system becomes the owner of the Candidate Referral Roster (CRR) and can be reclaimed only by the initiator that sent the CRR to the Batch processing server when the rating and ranking process is complete.

This process works with or without the Resumix Requisition and Resume Match List open and active in the background on the desktop. This feature allows the user to send Resumix Requisition Match Lists to the batch processing server for processing, while at the same time allowing the user to work a CRR on the user's desktop. Because CPDSS allows requisitions to import into CPDSS without having Resumix active on the computer the "Capture Button" in CPDSS will be active at all times. (See screenshot)

NOTE: There is no limit to the number of requisitions that can be added to the batch process server.

HOW TO SEND A REQUEST TO THE BATCH PROCESSING AREA:

There are two ways in which you can import a match list into CPDSS.

The first way is how most everyone is used to importing a Resume match list. Only now, you have to make a choice of working the CRR on your desktop or sending it to the Batch Process server.

Steps to follow:
1. Resumix Recruiter's Desktop up and running concurrently with CPDSS on the same computer.
2. The requisition must be open (not minimized) in Resumix.
3. The match list must be open (not minimized) in Resumix
4. Click the Capture Button on the Tool Bar in the CPDSS window.
5. Select the template from the Job Analysis Promotion Plan Library and any applicable sort factors/tie breakers. It's not mandatory to select a template; click on the first blank line in the library to pull names over without applying a template.
(For more instructions on importing refer to Chap 6)
6. *New Feature*. An option to submit as a batch job or to work on your desktop. Click the box next to the feature that says "Submit as batch job" to send to the batch server. If you want to work the CRR on your desktop **DO NOT** click in the box.
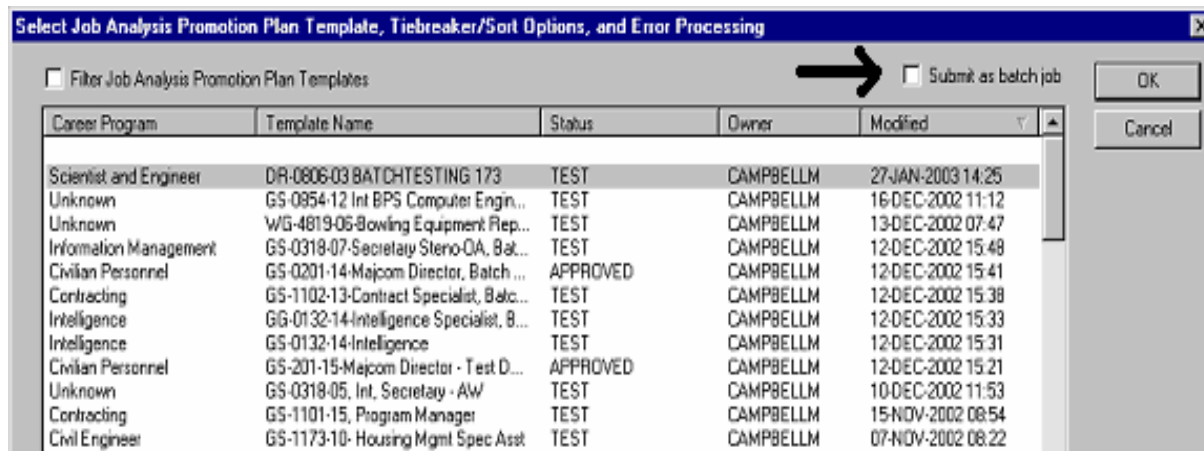

CAUTION: If the CRR is NOT to be sent to the batch processing server, DO NOT click the "Submit as batch job" button. After this page is complete and the OK button is clicked the following message will appear. IF YES IS SELECTED, the CRR will automatically be sent to the batch processing area. ONCE the CRR has been SENT TO THE BATCH PROCESSING SERVER there is NO way to retrieve it until it has finished processing. IF the NO button is selected, the CRR will import on your open desktop.

The second way to import a CRR match list into CPDSS is through the batch processing server. This does not require Resumix Recruiter's Desktop to be open.

From the main window in CPDSS click the "Capture Button."

Remember the capture button will be active at all times.
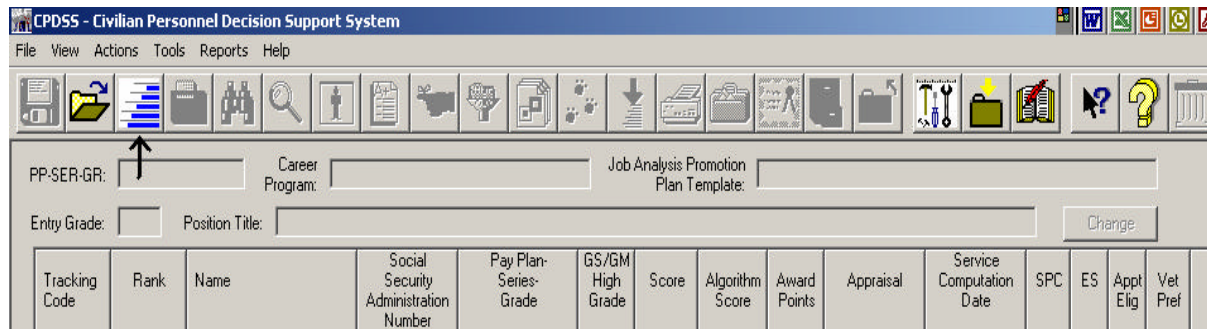
Since Resumix is not open on the computer the Custom Match List Creation Screen (shown below) will automatically display. This screen allows for the selection of the Resumix Requisition and a match list to be created searching on the custom criteria of a self nomination number or creating a match list by searching on one or more Special Placement Consideration codes for a particular base.

To Search by a Self-Nomination Number:

First select the Resumix Requisition by typing in the full requisition name or a partial match-using % (percent sign) to match zero or more characters or _(underscore) to match a single character, in the Requisition Search Window. Then click on the Search button. This will display all matching Resumix requisitions. Select the desired requisition from the list. Once the requisition is selected the Self Nomination field will automatically populate with the requisition name to be used as the Self-Nomination number. If the Self-Nomination number is not the same as the Resumix requisition name, deselect the check in the box located next to "Same as requisition name" and click in the Self-Nomination field and change the Self-Nomination number by simply typing the desired Self-Nomination number in the field.

NOTE: If the Self-Nomination number is changed from the one the system automatically placed in this field; it must be the complete Self-Nomination number. Wild cards will not work in this area. If there are no matches you will receive a notice box stating: No matching candidates found with the selected criteria. If this occurs check that the self-nomination number is accurate. The system searches for exactly what has been typed (this area is case sensitive).

When the Requisition has been selected and the Self-Nomination field is accurate, Click on the Create Match List button. The system will populate the Match List area with anyone who matches the search criteria.

Searching for Special Placement Consideration Candidates:

Select the Resumix requisition by typing in the full requisition name or a partial match using % (percent sign) to match zero or more characters or _ (underscore) to match a single character, in the Requisition Search Window. Then click on the Search button. This will display all matching Resumix requisitions. Select the desired requisition from the list. Once the requisition has been selected, the Self-Nomination field will populate with the Requisition number, this number is not needed since the search will be for Special Placement Candidates. Click in the Radio Button that is located to the left of the Special Placement Consideration field. (Screenshot below)

Using the drop-down menu for the "Special Placement Consideration" codes, one code or multiple codes can be selected by simply clicking inside the box to select the appropriate one(s). To de-select a code(s), click in the box that had been selected and the check mark will go away.

Next using the drop-down menu for the Servicing Personnel Office, select the appropriate Servicing Personnel Office to identify only employees from that location to create the match list.

After the Special Placement Code(s) and the Servicing Personnel Office have been selected, click the Create Match List button. The system will populate the Match List area with anyone who matches the search criteria.

NOTE: Whenever a user enters a custom match list criteria to create a match list, this criteria will be saved within the notes area of the CRR, for example: "**This roster was created using custom match list search criteria for Special Placement Consideration with values of B6, B7, N1 and the Servicing Personnel Office value 9X**."

Custom Match List Creation

Select Requisition

Requisition
Search: %

[Search]

Search Results:

Requisition Name △
00AUGEXT081509226206
00AUGEXT081521224788
00AUGEXT081687225588
00AUGEXT081690225252
00AUGEXT081691225763
00AUGEXT081712225315
00AUGEXT081720225615
00AUGEXT081731225059
00AUGEXT081754225525
00AUGEXT081758225039
00AUGEXT081766226004
00AUGEXT081777224993
00AUGEXT081806226393
00AUGEXT081824226352
00AUGEXT081839225239
00AUGEXT081843225479
00AUGEXT081859225335
00AUGEXT081897226283
00AUGEXT081897226302
00AUGEXT081897226722
00AUGEXT081912225286
00AUGEXT081919225751
00AUGEXT081951225016
00AUGEXT081979225943
00AUGEXT081984225750
00AUGEXT081986225924
00AUGEXT081990225941

Match List Creation

Self Nomination: 00AUGEXT081509226206
☑ Same as requisition name

Special Placement Consideration: 0-value(s)
Servicing Personnel Office:

Match List: 19 Match(es)

Last Name △	First Name	Received	SSN
	P	05-FEB-2001	
	G	25-APR-2001	
	T	30-APR-2001	
	C	31-JUL-2000	
	J	29-NOV-2000	
	T	29-JAN-2001	
	B	07-MAY-2001	
	S	08-MAY-2001	
	E	12-FEB-1999	
	L	18-APR-2000	
	C	17-MAY-2001	
	J	23-JUN-2000	
	J	16-JAN-2001	
	W	12-DEC-2000	
	W'	03-MAY-2001	
	J	08-JAN-2001	
	C	02-NOV-2000	
	R	22-NOV-2000	

[Create Match List]

[OK]   [Cancel]

PROCESSING THE MATCH LIST:

Click the OK button after the match list has populated. The Select Job Analysis Promotion Plan Template, Tiebreaker/Sort Options, and Error Processing screen will appear, select the appropriate template, sort options and error processing.

NOTE: From this screen the CRR can be submitted as a batch job for processing later, or processed on the desktop.

After all the selection criteria have been selected, click the OK button to start the process of rating and ranking.

CAUTION: If you do not click the "Submit as batch job" CPDSS will automatically start importing your match list on your desktop.

BATCH PROCESSING REQUESTS NOTICE?

If any requisitions in the batch processing area have not been reclaimed by the user, when the user clicks the "Capture" button in CPDSS to import a new requisition and match list, the following message will be received.
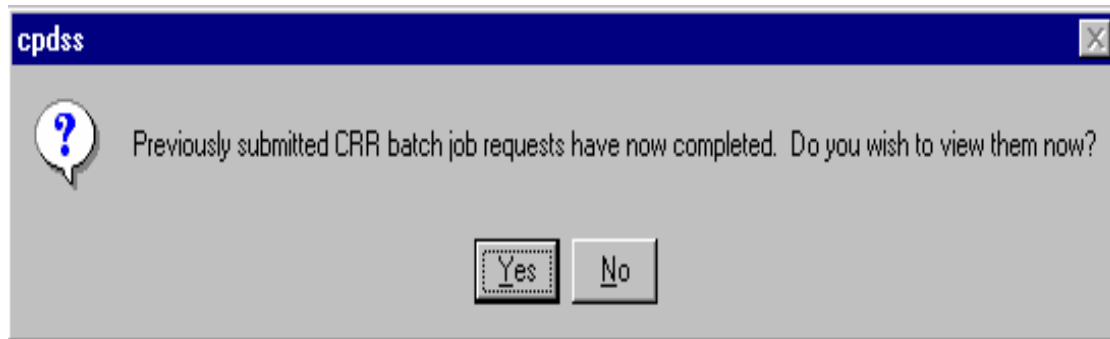

Clicking the Yes button will bring up the CRR Batch Status screen.   Instructions on how to reclaim ownership of the CRR can be found under "*VIEWING THE CRR BATCH STATUS LIST.*" If at this time it is decided not to reclaim the CRR and to proceed with the current CRR being worked, click the NO button and this screen will go away.   As a reminder that there are still CRRs that have not been reclaimed, on the users' desk top, a yellow light bulb will appear and stay on the main CPDSS screen until the CRR is claimed.

NOTE: Only the initiator that sent the CRR to the batch processing area can reclaim ownership of that CRR.

Clicking on the yellow light bulb will bring up the CRR Batch Status screen. This screen allows the user to regain ownership or to check the status. This area is explained more in-depth under Viewing the CRR Batch Status List.

CAUTION: If the user clicks "No" to view the CRR batch job request this message will go away and will not be received again for that specific CRR. However, if a new CRR is sent to the batch processing area this message will reappear for the new CRR. The only reminder that there are CRRs in the batch process area that were not claimed after the notice message was received, is the yellow light bulb that appears on the main CPDSS screen. See Screen shot below.
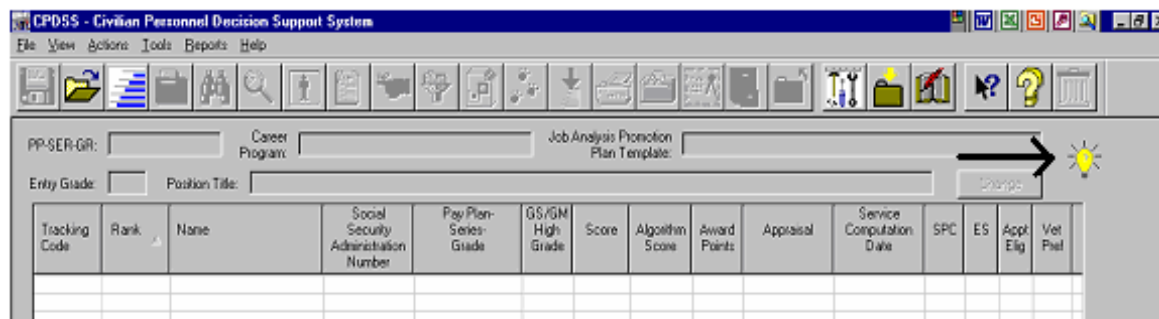
Once all the CRRs in the batch processing area have been reclaimed, the light bulb will disappear from the main CRR screen. Until at a later time the user decides not to view CRRs, then it will reappear as a friendly reminder.
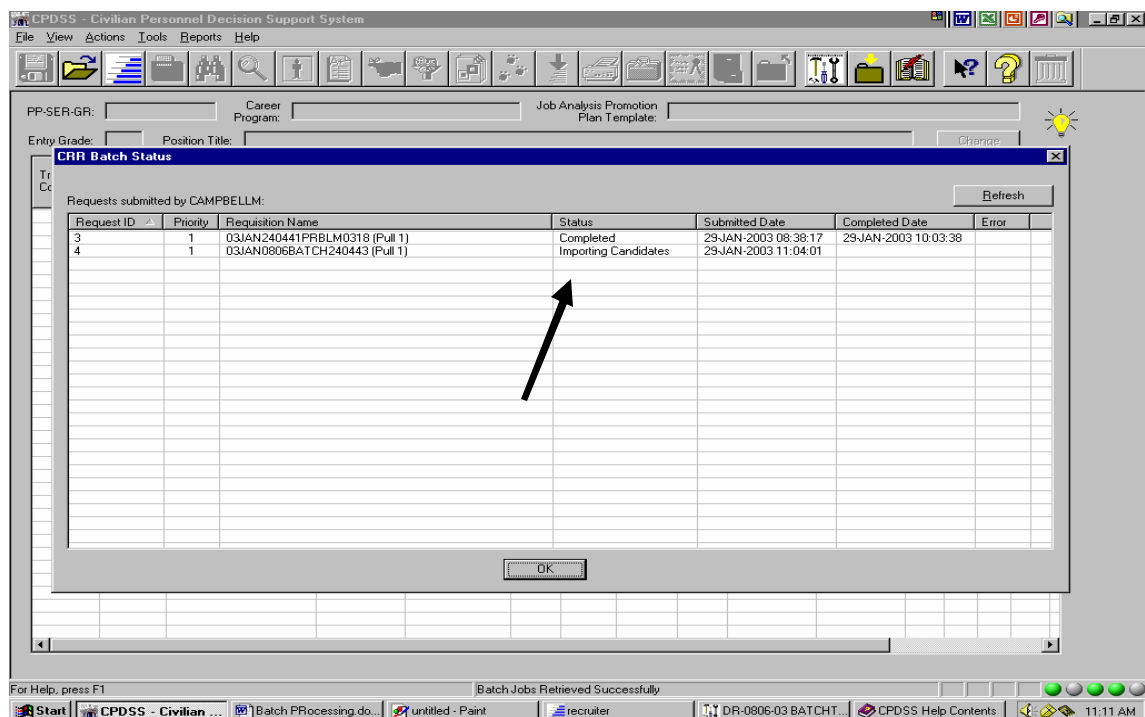
VIEWING THE CRR BATCH STATUS LIST

There are two ways to view the status of CRRs in the batch processing area.

The first is to Select "View" from the menu bar, then select "Batch Job Status" from the drop down menu.
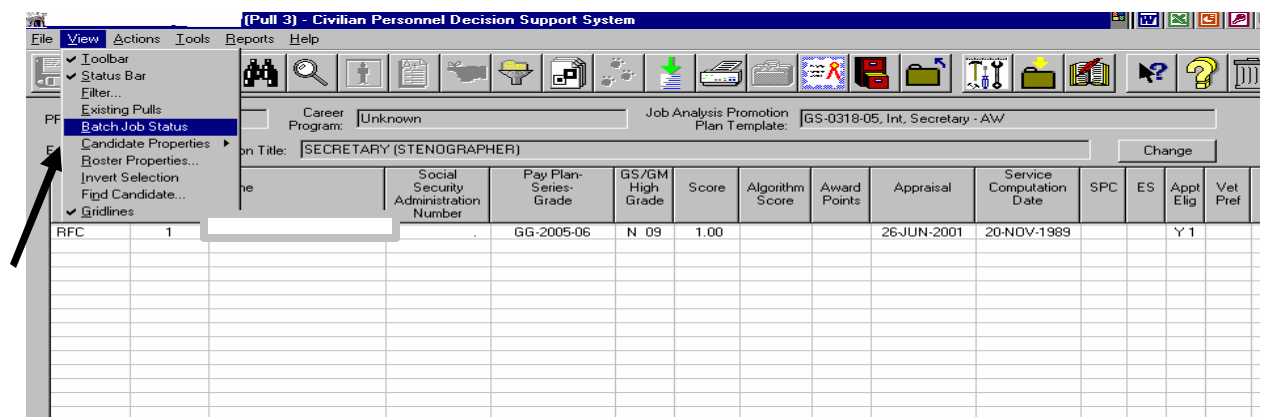
The CRR Batch Status screen will appear

NOTE: The Refresh button may be clicked to retrieve the updated status of each of the submitted Batch Processing request.

The CRR Batch Status screen allows the user to see the status of only the CRR(s) that they initiated.   In the Status column the system will identify the current status of the CRR.

Here is a listing of the of the various stages of the CRR process:

PENDING: Requisition is still in the queue waiting to be run. While the CRR process is pending the user has the ability to delete the request if for some reason the user decides that a CRR no longer needs to be created.
IMPORTING REQUISITION: Requisition information being imported from Resumix
IMPORTING CANDIDATES: Match list and candidate information importing from applicable databases.
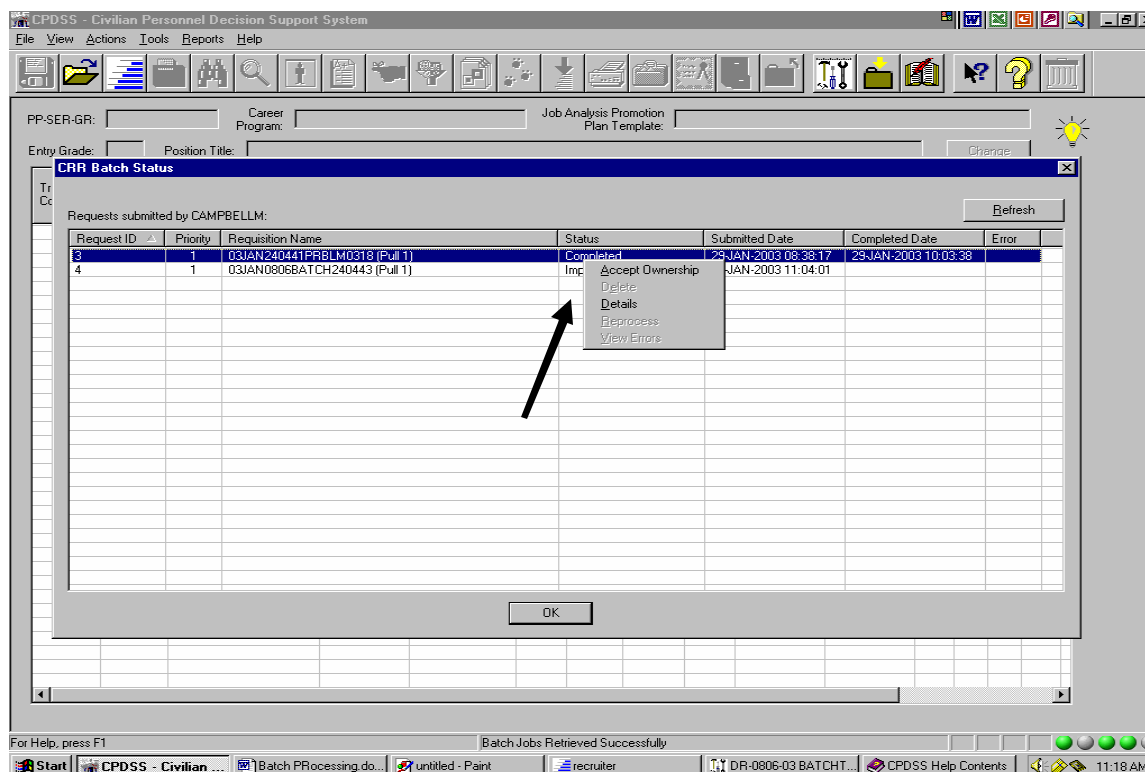**SCORING and RANKING**: Template being applied and candidates are being rated and ranked
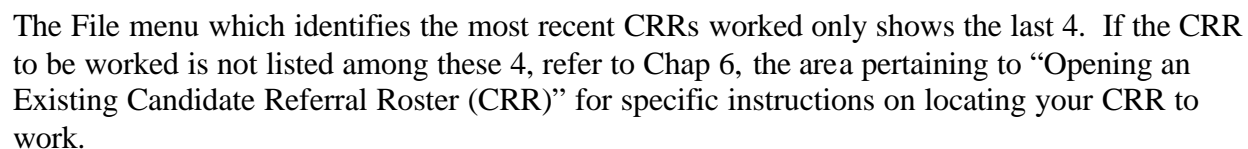**SAVING**: All information for this CRR is being saved.
COMPLETED: Requisition is done and system is ready to relinquish ownership.

RECLAIMING OWNERSHIP OF A CRR:

When using the Batch Processing method, The CPDSS Batch Processing server assumes ownership of the CRR and will not allow an interruption of the import until it has finished. To regain ownership of the CRR highlight the requisition and right click, a popup menu with the following possible options will appear:

Accept Ownership: Once the request is completed, the user may take back ownership. Click on Accept Ownership and the CRR will disappear from the screen. The CRR then can be retrieved from the Recent File list or the CRR library to be worked.

An easy way to retrieve the CRR is to look at the File list and the most recently accessed files. The CRR will be listed there.

The File menu which identifies the most recent CRRs worked only shows the last 4. If the CRR to be worked is not listed among these 4, refer to Chap 6, the area pertaining to "Opening an Existing Candidate Referral Roster (CRR)" for specific instructions on locating your CRR to work.

Details: Selecting this option brings up the CRR Batch Status Detail window which provides detailed information on the processing of the CRR.

The CRR Batch Status Detail window provides the following information:

Requisition Name: The requisition name for which the Batch Processing request was generated.

Request ID: The system-generated identifier for this Batch Processing request.

Priority: The priority of this Batch Processing request (1= lowest priority, 3 = highest priority).

Action: The requested action to be performed on the CRR (Complete Import, Re-import and Score and Rank, TIG Calc and Score and Rank, or Rank).

Status: The current status of the Batch Processing request (Pending, Importing Requisition, Importing Candidates, Scoring and Ranking, Saving, or Completed).

Submitted Date: The date and time the Batch Processing request was submitted.

Begin Date: The date and time the CRR began the rating and ranking process.
Completed Date: The date and time the Batch Processing request was completed either successfully or with errors

Errors Encountered: Yes, if the Batch Processing request completed with errors.

RE-IMPORTING CANDIDATES

To re-import information on some or all candidates, select the applicable candidate(s) so that they are highlighted. To select multiple candidates use the SHIFT and CTRL keys in combination with the mouse.   Click the Re-Import button from the menu bar.

Select the appropriate database(s) to import information from on the "Select Databases for Candidate Re-Import" option box. (See screenshot below)
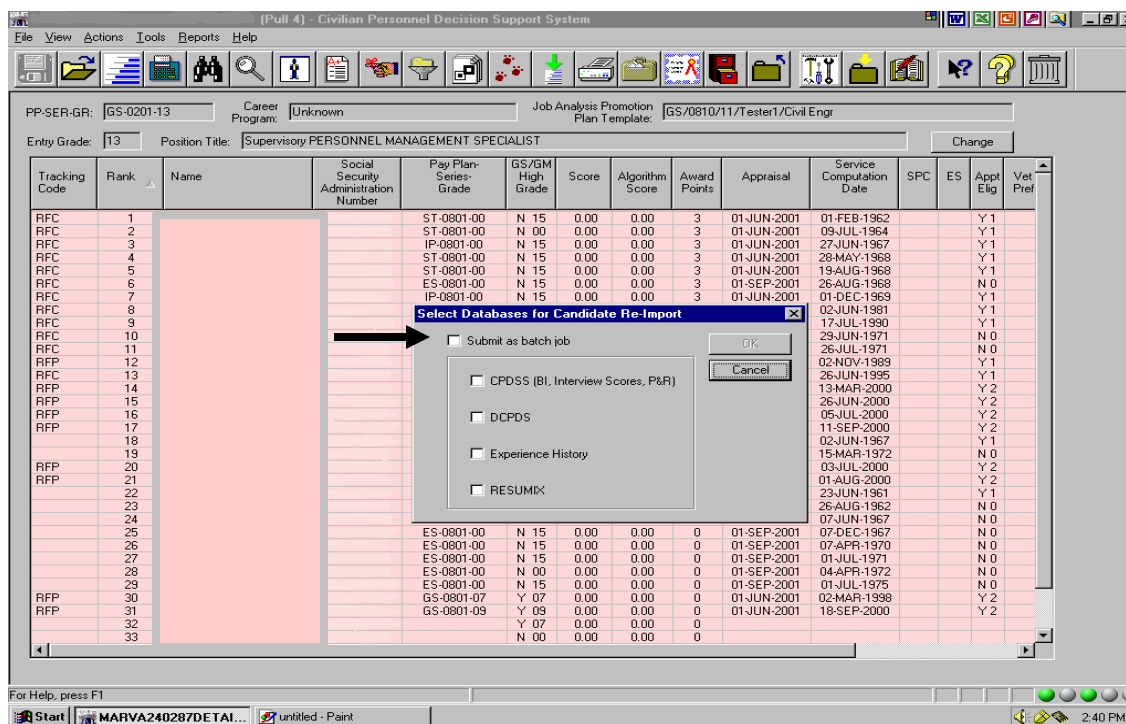
NEW FEATURE ON THIS OPTION BOX.   If desired, the user may click the "Submit as batch job" checkbox to process the re-import as a batch processing request. If the "Submit as batch job" checkbox is checked, then upon clicking the OK button, the candidate re-import request will be submitted to the server environment for processing. When processing is completed, the user will be notified and will have to reclaim ownership of the CRR as previously explained.